

Personnel Technician Series

California State Personnel Board Specification

Series established October 31, 1975

Scope

This series specification describes three Personnel Technician classes used to do varied subsidiary personnel management work in all the major personnel management functions: selection; classification; compensation; and training.

Work assignments include performing subsidiary personnel management work involving examination preparation; assembly and routine analysis of salary data; audit of personnel programs; assisting in administration of training programs; and chairing of qualifications appraisal panels.

Schem Code	Class Code	Class
KY98	5160	Personnel Technician I
KY97	5161	Personnel Technician II (Specialist)
KY96	5139	Personnel Technician II (Supervisor)

Personnel Technician Series Specification - Class Titles and Codes

Definition of Series

Persons in these classes assemble and analyze examination historical data for use by personnel analysts in the development of the examination plan; prepare examination announcements to meet analyst requirements; review applications for education and experience; select test items appropriate to the scope and level of written tests; edit and rewrite substandard items; edit items submitted by test consultants; prepare new test items; assemble complete written tests; perform item analysis; resolve item protests; prepare correspondence; chair qualifications appraisal panels; collect salary data; analyze and organize job description forms; perform technical review of personnel transactions for counties; as a member of a team, audits delegated testing and personnel programs; assists in resolving examination scheduling problems; helps conduct candidate investigations; advises on standards and procedures for abolishments and establishment of lists; prepares investigations; prepares training course announcements to meet course coordinator requirements; screens proposed participants for eligibility; explains procedures to clients; coordinates logistic and administrative facets of training courses; operates AV equipment; assists in the development and administration of training programs; investigates and makes recommendations on Board of Control claims; investigates employee grievances; reviews and takes action on temporary work week group reallocations; makes classification audits; and does other related work.

Entry Level

Entry into this series is typically at the class of Personnel Technician I.

Factors Affecting Position Allocations

Complexity of work assigned, supervision or leadership exercised and direction received.

Definition of Levels

Personnel Technician I

This is the training and first journey person level for the series. Under supervision, incumbents perform subsidiary work of average difficulty in such personnel management functions as: selection; compensation; classification; training; and affirmative action.

Personnel Technician II (Specialist)

This is the advanced journey person level in the series. Under direction, incumbents perform the more complex subsidiary personnel management work and may act as lead person to a group of clerks or Personnel Technicians I engaged in subsidiary personnel management functions.

Personnel Technician II (Supervisor)

This is the supervisory level in the series. Under direction, incumbents supervise a group of clerks or Personnel Technicians I engaged in subsidiary personnel management functions.

Minimum Qualifications

Personnel Technician I

EITHER I

One year of work experience. Preference will be given to experience which has contributed to development of verbal, analytical, or writing skills.

OR II

One year of work experience which has contributed to development of verbal, analytical, and writing skills. Completion of two years of college may be substituted for the experience.

Personnel Technician II (Specialist)

Personnel Technician II (Supervisor)

EITHER I

One year of experience performing the duties of a Personnel Technician I, Range

B.

OR II

Two years of work involving writing or editing original correspondence; or materials for reports or publications. Experience in California state service applied toward this requirement must be performing the duties of a class with a level of responsibility at least equivalent to Personnel Technician I, Range B.

Knowledge and Abilities

Personnel Technician I

Knowledge of: Grammar, spelling, punctuation, and modern English usage.

Ability to: Interpret written material; edit written material; write effectively; analyze written and numerical data accurately, and follow oral and written instructions; clear and concise expression and oral presentations, written reports and correspondence.

Personnel Technician II (Specialist)

Knowledge of: All of the above, and examining and personnel principles and practices.

Ability to: All of the above, and accept increasing responsibility for accuracy and thoroughness in performance of tasks; work effectively with others in both professional and clerical occupational groups; skill in analytical evaluations.

Personnel Technician II (Supervisor)

Knowledge of: All of the above, and principles of supervision; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: All of the above, and effectively contribute to the department's affirmative action objectives.

Special Personal Characteristics

All Levels:

Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.

Additional Desirable Qualification

All Levels:

Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.

Class History

Class	Date Established	Date Revised	Title Changed
Personnel Technician I	10/31/1975	--	--
Personnel Technician II (Specialist)	10/31/1975	05/21/1985	05/21/1985
Personnel Technician II (Supervisor)	05/21/1985	--	--
Personnel Technician Series History - Dates Established, Revised, and Title Changed			

Updated 6/3/2012